



# Complete & Submit Expense Report

## SharePoint Quick Guide

Completing and submitting your **expense report** is the second step in the EOTA two-step travel process and must be done upon returning from travel in accordance with EOTA & Federal Travel Regulations.

There are two ways to access your expense report. **Option #A:** Use the link provided within your approval email, or **Option #B:** Navigate from the EOTA SharePoint Dashboard.

### Option #A

**Step #A1:** Click [OPEN THE FORM](#) located in your email notification from EOTA Operations

**Step #A2:** Enter current **User name** and **Password**

**Step #A3:** Click **Sign In**

Page 1

From: ☐ EOTA Operations <SharePoint@eota.energy.gov> Sent: Wed 7/9/2014 3:16 PM  
To:  
Cc:  
Subject:

Your travel has been authorized. After you complete your trip:

- 1) Collect your receipts and scan to a PDF file
- 2) Click on the link below and complete your travel reimbursement. The reimbursement form will be pre-populated with the information you provide in your estimate. Update these estimates with your actual cost.
- 3) When you are ready to submit the form, click on the Directory Icon and select your paying agent. This is the company that you work for or subcontract to.

[OPEN THE FORM](#)

**A1**



Sign In

**\*\*WARNING\*\*WARNING\*\*WARNING\*\*WARNING\*\***  
This is a Department of Energy (DOE) computer system. DOE computer systems are provided for the processing of official U.S. Government information only. All data contained within DOE computer systems is owned by the DOE, and may be audited, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may disclose any potential evidence of crime found on DOE computer systems to appropriate authorities. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS AUDITING, INTERCEPTION, RECORDING, READING, COPYING, CAPTURING, and DISCLOSURE OF COMPUTER ACTIVITY.  
**\*\*WARNING\*\*WARNING\*\*WARNING\*\*WARNING\*\***

**A2**

User name:

Password:

Sign In

☐ Sign me in automatically

New Users click [here](#).

**A3**



# Complete & Submit Expense Report

## SharePoint Quick Guide

**Step #A4:** Skip to **Step #1** on page 4

**A4**

Edit

Close Paste Cut Print Preview

Commit Clipboard Views

**Pre-Travel Approval and Expense Report**

**REQUESTOR INFORMATION**

Full Name: Request Date:

Job Number: *NOTE: A valid Job Number and Task Order Number are required. Missing or invalid numbers will delay processing*

Task Order Number: ☒ Pre Travel Authorization  
*Uncheck this box if a pre-travel authorization is not required*

**ACTIVITY INFORMATION**

Name Of Event:

### Option #B

**Step #B1:** Enter <https://sp.eota.energy.gov> into your browser URL bar, then press **Enter** key on your keyboard

**Step #B2:** Enter current Username and Password

**Step #B3:** Click **Sign In**

**B1**

<https://sp.eota.energy.gov>

Search this site...

**Emergency Operations Training Academy (EOTA)**

**\*\*WARNING\*\*WARNING\*\*WARNING\*\*WARNING\*\***

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**\*\*WARNING\*\*WARNING\*\*WARNING\*\*WARNING\*\***

**B2**

**General Information**

**About Emergency Operations Training Academy**

**General Information and Training**

The Emergency Operations Training Academy (EOTA) has established this SharePoint portal allowing users/customers to access information, request enrollment into specific areas, print materials, view schedules/calendars and

**B3**

**Log In**

Username: Password: **Sign In**

**Important Links**

- Domestic Nuclear Detection Office
- Emergency Operations Training Academy (EOTA)



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## SharePoint Quick Guide

**Step #B4:** Click **Travel**  
**Authorization &**  
**Expense Report**, under  
**Travel Forms**

**B4**

**Welcome to the SharePoint Site for Emergency Operations Training Academy**

For help using SharePoint at any time, select the **Help** tab above for tutorials and quick tips on a variety of site components and features. For additional help, please contact the EOTA SharePoint Coordinator (see [Important Contacts](#)).

**Important Contacts**

**EOTA SharePoint Coordinator -**  
Jennifer Nachor at [jennifer.nachor@nnsa.doe.gov](mailto:jennifer.nachor@nnsa.doe.gov)  
or 505-845-6630

**Online Learning Support Specialist -**  
Janet Lee at [janet.lee@nnsa.doe.gov](mailto:janet.lee@nnsa.doe.gov)  
or 505-845-6617

**Log In/Change Password**

Welcome TestDOE@nnsa.doe.gov  
[Change Password](#) | [Log Out](#)

**About Team Sites**

The **Team Sites** tab is a collection of sub-sites managed by the SharePoint members and are restricted access only. For more information about team sites, or to inquire about adding a team site to the collection, please contact the EOTA SharePoint Coordinator (see [Important Contacts](#)).

**The SharePoint Sites**

**Emergency Operations Training Academy (EOTA)**

This is a restricted SharePoint site used by EOTA members for course/project development and collaboration.

**Domestic Nuclear Detection Office (DNDO)**

The Domestic Nuclear Detection Office (DNDO) is a jointly staffed agency within the Department of Homeland Security. DNDO is the primary entity in the U.S. government for implementing domestic nuclear detection efforts for a managed and coordinated response to radiological and nuclear threats, as well as integration of federal nuclear forensics programs. Additionally, DNDO is charged with coordinating the development of the global nuclear detection and reporting architecture, with partners from federal, state, local, and international governments and the private sector.

**Radiological Assistance Program (First Responders)**

The First Responder's mission is to support our citizens and other first responders to ensure that as a nation we work together to build, sustain, and improve our

**Training... it's what we do.**

**Step #B5:** Click the  
desired **Expense report**

**B5**

**Instructor-SME Toolbox**

**My Travel**

Name	Name Of Event	Depart Date	Total Expenses
TestDOE Expense000000000	DOE 123 Course	6/23/2014	\$1,234.56

**Form Status : Closed (1)**

**Create travel request**

[Guide for completing the EOTA Travel Request and Expense Report](#)

[EOTA Travel Policy](#)

[GSA Per Diem Calculator](#)

**Lists**

- Administrative
- BMSSystem
- BMS Review
- CAR/PAR/IO
- External Audit
- Inactive
- Internal Audit
- ISO Certification
- Non-conformance
- Obsolete
- Post Travel Summ.
- Process Deviation
- IG Meetings

**EOTA Libraries**

- Document Drop-off
- Pictures
- Videos

**EOTA Lists**

- Travel Expense Reports Toolbox
- Code of Conduct
- Governance
- IS Maintenance Log



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## SharePoint Quick Guide



### Please Note:

Verify that your Requestor, Activity, and Expense info is accurate.

**Step #1:** Enter **Job Number**

**Step #2:** Enter **Task Order**

**Step #3:** Enter actual dollar amount spent

**Step #4:** Enter actual dollar amount spent on each nightly room rate



### Please Note:

Do **NOT** include room tax or other hotel charges.

**Step #5:** Enter actual dollar amount for other expenses



## Pre-Travel Approval and Expense Report

### REQUESTOR INFORMATION

Full Name:

TestDOE

Request Date:

Job Number:

Task Order Number:

NOTE: A valid Job Number and Task Order Number are required. Missing or invalid numbers will delay processing

☒ Pre Travel Authorization

Uncheck this box if a pre-travel authorization is not required

### EXPENSE INFORMATION

#### Transportation Expenses

Date	Category	Amount
6/23/2014	Airfare	\$156.00
6/27/2014	Airfare	\$156.00
6/25/2014	Taxi	\$12.90
6/26/2014	Taxi	\$12.10

☒ Insert item

Total Transportation: \$337.00

#### Lodging Expenses - room rate only

Date	Amount
6/23/2014	\$88.00
6/24/2014	\$29.95
6/25/2014	\$29.95
6/26/2014	\$45.95

☒ Insert item

Total Lodging: \$193.85

#### Other Expenses

Date	Description	Amount
6/27/2014	Room Tax	\$23.25

Insert item

Total Other: \$23.25



**Quick Tip:** Click Insert Item to add any other expenses.



# Complete & Submit Expense Report

## SharePoint Quick Guide

**Step #6:** Enter  
Uncategorized Expense  
Dates

**Step #7:** Descriptions,  
and

**Step #8:** Amounts

**Step #9:** Click the Click  
here to attach a file  
button



### Please Note:

For faster processing,  
please scan and save  
all travel receipts into  
**one .pdf file.**

**Step #10:** In the *Attach  
File* pop-up window,  
click **Choose File**

**6**

**7**

**8**

Date	Description	Amount
6/24/2014	Required Hotel Resort Fee	\$20.16
6/25/2014	Required Hotel Resort Fee	\$20.16
6/26/2014	Required Hotel Resort Fee	\$20.16

Insert item

Total Uncategorized Expenses: \$119.02



**Quick Tip:** An uncategorized expense includes hotel resort fee or any other expense that has not been previously categorized.

**9**

Scan and attach receipts here

Description	Attachment
	Click here to attach a file

Insert item

Attach any additional documentation here

Description	Attachment
	Click here to attach a file

Save Submit

Use the **Save** button to save work and submit later  
Use the **Submit** button if expense report is complete to save the report and submit it to the Data Manager

### Attach File

Select a file, and then click Attach to upload it.

**10**

Choose File

No file chosen

Attach

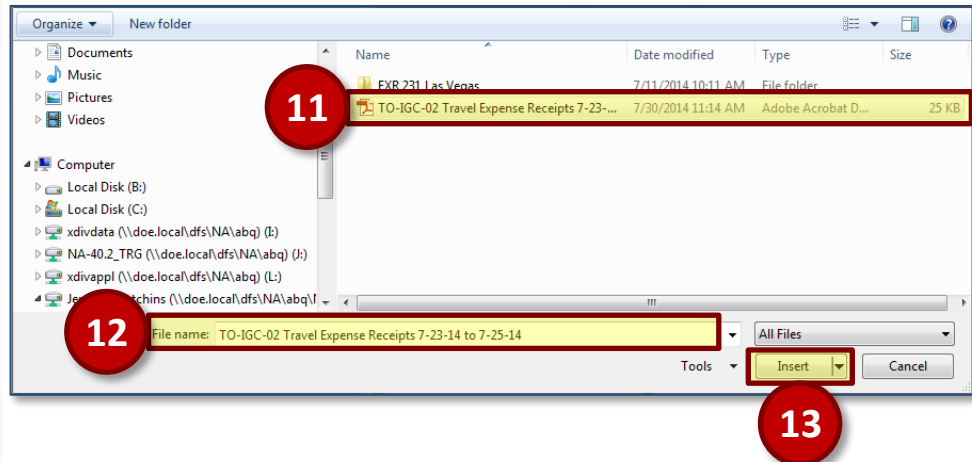
Cancel



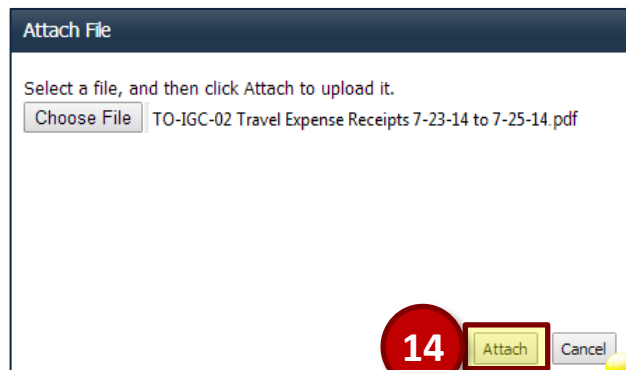
# Complete & Submit Expense Report

## SharePoint Quick Guide

- Step #11:** Select **desired file** from the established computer or network folder
- Step #12:** Enter appropriate **File name**
- Step #13:** Click **Open**

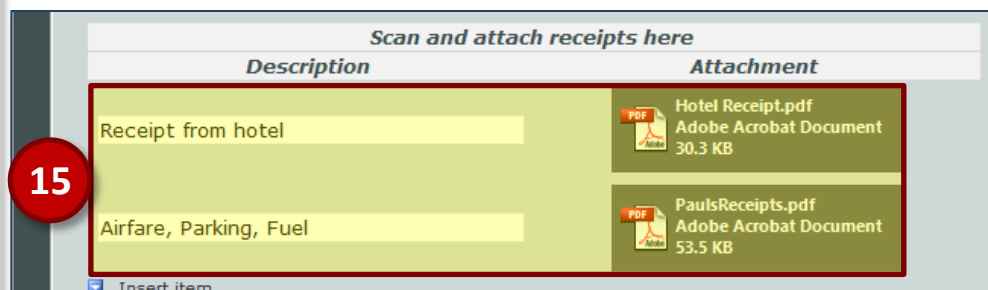


- Step #14:** In the *Attach File* pop-up window, click **Attach**



**Quick Tip:** Click **Cancel** if you attach the wrong file.

- Step #15:** Ensure that all the **appropriate files** has been **attached**










# Complete & Submit Expense Report

## SharePoint Quick Guide

**Step #16:** Click **Submit**, to initiate the approval process


 **Please Note:**  
You'll receive **email notifications** from the system when you need to resolve any issues that are preventing the approval of your expense report.


Scan and attach receipts here

Description	Attachment
Receipt from hotel	 Hotel Receipt.pdf Adobe Acrobat Document 30.3 KB
Airfare, Parking, Fuel	 PaulsReceipts.pdf Adobe Acrobat Document 53.5 KB


☒ Insert item

Attach any additional documentation here

Description	Attachment
	 Click here to attach a file

 **Save** **Submit** **16**

Use the **Save** button to save work and return later  
Use the **Submit** button if expense report is complete to submit the report and submit it to the Data Manager

 **Quick Tip:** You can click **Save** any time to save any incomplete expense reports.



**For SharePoint help:** Scott Stoudenmire

- (505) 796-0996 Ext 109
- sstoudenmire@itpnm.com

**For EOTA LMS assistance:** Janet Lee

- (505) 845-6617
- na-40\_2trainingacademy@nnsa.doe.gov